

## **Historic, archived document**

Do not assume content reflects current scientific knowledge, policies, or practices.



# TIPS on Personnel Management

## for SUPERVISORS

from the Director of Personnel

*Carl B. Barnes*

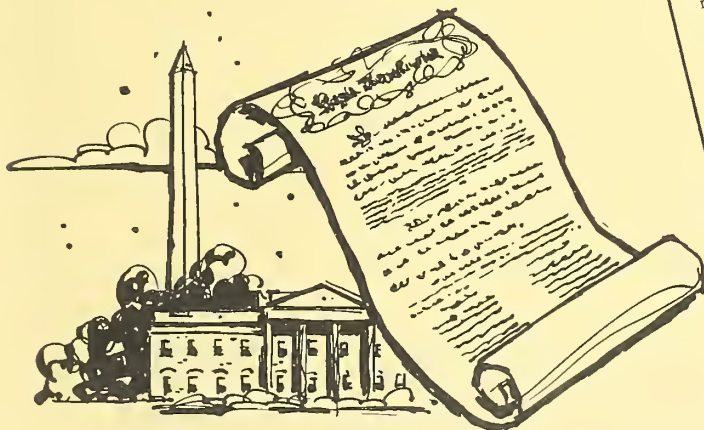
U.S. Department of Agriculture • Washington 25, D.C.



The Postal Service and Federal Employee Salary Act of 1962, which President Kennedy has just signed, is of interest not only to you as a supervisor but to every employee in a Classification Act job under your supervision.

This issue of TIPS shows the new rates and summarizes some of the more significant provisions in those parts of the Act devoted to salary reform and civil service annuities. We thought you and the employees you supervise would like to have this information promptly. Will you pass a copy on to them, please?

*Carl B. Barnes*  
Carl B. Barnes  
Director of Personnel



October 12, 1962

### FEDERAL SALARY REFORM

You have been reading about a Federal salary reform bill for several months. Yesterday the President signed the version of the bill that was recently passed by the Congress. So now we have an Act — the Postal Service and Federal Employees Salary Act of 1962.

Increases in basic rates of pay under the Act become effective in two stages. The first stage goes into effect October 14, 1962, and continues through January 4, 1964. The final stage will be effective January 5, 1964, and thereafter.

In addition to the increases resulting from these changes, employees in grades GS-1, 2, and 3 will receive one extra step increase upon conversion to the new salary schedule at this time.

Besides increasing basic rates, the new Act changes the rules, or introduces new ones, relating to step increases, salary rate on promotion, adjustment of entrance rates in difficult recruitment and retention areas, the numerical limitation on supergrade positions, and other features.

Inside, for your information, is a brief analysis of each of the more significant of these features.



## PRINCIPLES OF SALARY REFORM

This is the policy statement on salary reform contained in the new Act. It preserves the principle of equal pay for equal work and establishes the principle of salary comparability.

Under the comparability principle, adjusting rates on the basis of surveys to keep them in line with industry pay becomes permanent policy.

This principle, in view of the impact its implementation will have on Federal pay in the future, no doubt makes this the most important pay legislation for Federal workers in recent times.

## PART II - FEDERAL SALARY REFORM

### TITLE I - GENERAL POLICY

#### SHORT TITLE

SEC. 501. This part may be cited as the "Federal Salary Reform Act of 1962."

#### DECLARATION OF POLICY

SEC. 502. The Congress hereby declares that, whereas the functions of a Federal salary system are to fix salary rates for the services rendered by Federal employees so as to make possible the employment of persons well qualified to conduct the Government's programs and to control expenditures of public funds for personal services with equity to the employee and to the taxpayer, and whereas fulfillment of these functions is essential to the development and maintenance of maximum proficiency in the civilian services of Government, then, accordingly, Federal salary fixing shall be based upon the principles that --



(a) There shall be equal pay for substantially equal work, and pay distinctions shall be maintained in keeping with work and performance distinctions; and



(b) Federal salary rates shall be comparable with private enterprise salary rates for the same levels of work.

Salary levels for the several Federal statutory salary systems shall be interrelated, and salary levels shall be set and henceforth adjusted in accordance with the above principles.



# PAY SCALES UNDER THE CLASSIFICATION ACT OF 1949, AS AMENDED SHOWING CHANGES MADE BY THE FEDERAL SALARY REFORM ACT OF 1962

Top Row: Old Rates  
Middle Row: Oct. 1962 Rates  
Bottom Row: Jan. 1964 Rates

(Employees in GS-1, 2, and 3 each get one step-up in grade, in addition to the increase shown in this schedule, as their October 1962 adjustment. Those who were in the third longevity step of GS-1, 2, or 3 receive the tenth step, plus \$105 to \$125 in October 1962.)

| G  | Step   | Sal.  | Step   | Sal.  | Step   | Sal.  | Step   | Sal.  | Step   | Sal.  | Step   | Sal.  | Step   | Sal.  | Step   | Sal.  | Step   | Sal.  | Step   | Sal.  | Size,<br>Each<br>Step Up |
|----|--------|-------|--------|-------|--------|-------|--------|-------|--------|-------|--------|-------|--------|-------|--------|-------|--------|-------|--------|-------|--------------------------|
| S  | 1      | Incr. | 2      | Incr. | 3      | Incr. | 4      | Incr. | 5      | Incr. | 6      | Incr. | 7      | Incr. | 8      | Incr. | 9      | Incr. | 10     | Incr. |                          |
| 1  | \$3185 | --    | \$3290 | --    | \$3395 | --    | \$3500 | --    | \$3605 | --    | \$3710 | --    | \$3815 | --    | \$3920 | --    | \$4025 | --    | \$4130 | --    | \$105                    |
|    | 3245   | 60    | 3350   | 60    | 3455   | 60    | 3560   | 60    | 3665   | 60    | 3770   | 60    | 3875   | 60    | 3980   | 60    | 4085   | 60    | 4190   | 60    | 105                      |
|    | 3305   | 60    | 3410   | 60    | 3515   | 60    | 3620   | 60    | 3725   | 60    | 3830   | 60    | 3935   | 60    | 4040   | 60    | 4145   | 60    | 4250   | 60    | 105                      |
| 2  | 3500   | --    | 3605   | --    | 3710   | --    | 3815   | --    | 3920   | --    | 4025   | --    | 4130   | --    | 4235   | --    | 4340   | --    | 4445   | --    | 105                      |
|    | 3560   | 60    | 3665   | 60    | 3770   | 60    | 3875   | 60    | 3980   | 60    | 4085   | 60    | 4190   | 60    | 4295   | 60    | 4400   | 60    | 4505   | 60    | 105                      |
|    | 3620   | 60    | 3725   | 60    | 3830   | 60    | 3935   | 60    | 4040   | 60    | 4145   | 60    | 4250   | 60    | 4355   | 60    | 4460   | 60    | 4565   | 60    | 105                      |
| 3  | 3760   | --    | 3865   | --    | 3970   | --    | 4075   | --    | 4180   | --    | 4285   | --    | 4390   | --    | 4495   | --    | 4600   | --    | 4705   | --    | 105                      |
|    | 3820   | 60    | 3925   | 60    | 4030   | 60    | 4135   | 60    | 4240   | 60    | 4345   | 60    | 4455   | 65    | 4580   | 85    | 4705   | 105   | 4830   | 125   | 105-125                  |
|    | 3880   | 60    | 3985   | 60    | 4090   | 60    | 4195   | 60    | 4300   | 60    | 4405   | 60    | 4525   | 70    | 4650   | 70    | 4775   | 70    | 4900   | 70    | 105-125                  |
| 4  | 4040   | --    | 4145   | --    | 4250   | --    | 4355   | --    | 4460   | --    | 4565   | --    | 4670   | --    | 4775   | --    | 4880   | --    | 4985   | --    | 105                      |
|    | 4110   | 70    | 4250   | 105   | 4390   | 140   | 4530   | 175   | 4670   | 210   | 4810   | 245   | 4950   | 280   | 5090   | 315   | 5230   | 350   | 5370   | 385   | 140                      |
|    | 4215   | 105   | 4355   | 105   | 4495   | 105   | 4635   | 105   | 4775   | 105   | 4915   | 105   | 5055   | 105   | 5195   | 105   | 5335   | 105   | 5475   | 105   | 140                      |
| 5  | 4345   | --    | 4510   | --    | 4675   | --    | 4840   | --    | 5005   | --    | 5170   | --    | 5335   | --    | 5500   | --    | 5665   | --    | 5830   | --    | 165                      |
|    | 4565   | 220   | 4725   | 215   | 4885   | 210   | 5045   | 205   | 5205   | 200   | 5365   | 195   | 5525   | 190   | 5685   | 185   | 5845   | 180   | 6005   | 175   | 160                      |
|    | 4690   | 125   | 4850   | 125   | 5010   | 125   | 5170   | 125   | 5330   | 125   | 5490   | 125   | 5650   | 125   | 5810   | 125   | 5970   | 125   | 6130   | 125   | 160                      |
| 6  | 4830   | --    | 4995   | --    | 5160   | --    | 5325   | --    | 5490   | --    | 5655   | --    | 5820   | --    | 5985   | --    | 6150   | --    | 6315   | --    | 165                      |
|    | 5035   | 205   | 5205   | 210   | 5375   | 215   | 5545   | 220   | 5715   | 225   | 5885   | 230   | 6055   | 235   | 6225   | 240   | 6395   | 245   | 6565   | 250   | 170                      |
|    | 5235   | 200   | 5410   | 205   | 5585   | 210   | 5760   | 215   | 5935   | 220   | 6110   | 225   | 6285   | 230   | 6460   | 235   | 6635   | 240   | 6810   | 245   | 175                      |
| 7  | 5355   | --    | 5520   | --    | 5685   | --    | 5850   | --    | 6015   | --    | 6180   | --    | 6345   | --    | 6510   | --    | 6675   | --    | 6840   | --    | 165                      |
|    | 5540   | 185   | 5725   | 205   | 5910   | 225   | 6095   | 245   | 6280   | 265   | 6465   | 285   | 6650   | 305   | 6835   | 325   | 7020   | 345   | 7205   | 365   | 185                      |
|    | 5795   | 255   | 5990   | 265   | 6185   | 275   | 6380   | 285   | 6575   | 295   | 6770   | 305   | 6965   | 315   | 7160   | 325   | 7355   | 335   | 7550   | 345   | 195                      |
| 8  | 5885   | --    | 6050   | --    | 6215   | --    | 6380   | --    | 6545   | --    | 6710   | --    | 6875   | --    | 7040   | --    | 7205   | --    | 7370   | --    | 165                      |
|    | 6090   | 205   | 6295   | 245   | 6500   | 285   | 6705   | 325   | 6910   | 365   | 7115   | 405   | 7320   | 445   | 7525   | 485   | 7730   | 525   | 7935   | 565   | 205                      |
|    | 6390   | 300   | 6600   | 305   | 6810   | 310   | 7020   | 315   | 7230   | 320   | 7440   | 325   | 7650   | 330   | 7860   | 335   | 8070   | 340   | 8280   | 345   | 210                      |
| 9  | 6435   | --    | 6600   | --    | 6765   | --    | 6930   | --    | 7095   | --    | 7260   | --    | 7425   | --    | 7590   | --    | 7755   | --    | 7920   | --    | 165                      |
|    | 6675   | 240   | 6900   | 300   | 7125   | 360   | 7350   | 420   | 7575   | 480   | 7800   | 540   | 8025   | 600   | 8250   | 660   | 8475   | 720   | 8700   | 780   | 225                      |
|    | 7030   | 355   | 7260   | 360   | 7490   | 365   | 7720   | 370   | 7950   | 375   | 8180   | 380   | 8410   | 385   | 8640   | 390   | 8870   | 395   | 9100   | 400   | 230                      |
| 10 | 6995   | --    | 7160   | --    | 7325   | --    | 7490   | --    | 7655   | --    | 7820   | --    | 7985   | --    | 8150   | --    | 8315   | --    | 8480   | --    | 165                      |
|    | 7290   | 295   | 7535   | 375   | 7780   | 455   | 8025   | 535   | 8270   | 615   | 8515   | 695   | 8760   | 775   | 9005   | 855   | 9250   | 935   | 9495   | 1015  | 245                      |
|    | 7690   | 400   | 7945   | 410   | 8200   | 420   | 8455   | 430   | 8710   | 440   | 8965   | 450   | 9220   | 460   | 9475   | 470   | 9730   | 480   | 9985   | 490   | 255                      |
| 11 | 7560   | --    | 7820   | --    | 8080   | --    | 8340   | --    | 8600   | --    | 8860   | --    | 9120   | --    | 9380   | --    | 9640   | --    |        | --    | 260                      |
|    | 8045   | 485   | 8310   | 490   | 8575   | 495   | 8840   | 500   | 9105   | 505   | 9370   | 510   | 9635   | 515   | 9900   | 520   | 10165  | 525   |        |       | 265                      |
|    | 8410   | 365   | 8690   | 380   | 8970   | 395   | 9250   | 410   | 9530   | 425   | 9810   | 440   | 10090  | 455   | 10370  | 470   | 10650  | 485   |        |       | 270                      |
| 12 | 8955   | --    | 9215   | --    | 9475   | --    | 9735   | --    | 9995   | --    | 10255  | --    | 10515  | --    | 10775  | --    | 11035  | --    |        | --    | 260                      |
|    | 9475   | 520   | 9790   | 575   | 10105  | 630   | 10420  | 685   | 10735  | 740   | 11050  | 795   | 11365  | 850   | 11680  | 905   | 11995  | 960   |        |       | 315                      |
|    | 9980   | 505   | 10310  | 520   | 10640  | 535   | 10970  | 550   | 11300  | 565   | 11630  | 580   | 11960  | 595   | 12290  | 610   | 12620  | 625   |        |       | 330                      |
| 13 | 10635  | --    | 10895  | --    | 11155  | --    | 11415  | --    | 11675  | --    | 11935  | --    | 12195  | --    | 12455  | --    | 12715  | --    |        | --    | 260                      |
|    | 11150  | 515   | 11515  | 620   | 11880  | 725   | 12245  | 830   | 12610  | 935   | 12975  | 1040  | 13340  | 1145  | 13705  | 1250  | 14070  | 1355  |        |       | 365                      |
|    | 11725  | 575   | 12110  | 595   | 12495  | 615   | 12880  | 635   | 13265  | 655   | 13650  | 675   | 14035  | 695   | 14420  | 715   | 14805  | 735   |        |       | 385                      |
| 14 | 12210  | --    | 12470  | --    | 12730  | --    | 12990  | --    | 13250  | --    | 13510  | --    | 13770  | --    | 14030  | --    | 14290  | --    |        | --    | 260                      |
|    | 12845  | 635   | 13270  | 800   | 13695  | 965   | 14120  | 1130  | 14545  | 1295  | 14970  | 1460  | 15395  | 1625  | 15820  | 1790  | 16245  | 1955  |        |       | 425                      |
|    | 13615  | 770   | 14065  | 795   | 14515  | 820   | 14965  | 845   | 15415  | 870   | 15865  | 895   | 16315  | 920   | 16765  | 945   | 17215  | 970   |        |       | 450                      |
| 15 | 13730  | --    | 14095  | --    | 14380  | --    | 14705  | --    | 15030  | --    | 15290  | --    | 15550  | --    | 15810  | --    |        | --    |        | --    | 325-260                  |
|    | 14565  | 835   | 15045  | 990   | 15525  | 1145  | 16005  | 1300  | 16485  | 1455  | 16965  | 1675  | 17445  | 1895  | 17925  | 2115  |        |       |        |       | 480                      |
|    | 15665  | 1100  | 16180  | 1135  | 16695  | 1170  | 17210  | 1205  | 17725  | 1240  | 18240  | 1275  | 18755  | 1310  | 19270  | 1345  |        |       |        |       | 515                      |
| 16 | 15255  | --    | 15515  | --    | 15775  | --    | 16035  | --    | 16295  | --    |        | --    |        | --    |        | --    |        | --    |        | --    | 260                      |
|    | 16000  | 745   | 16500  | 985   | 17000  | 1225  | 17500  | 1465  | 18000  | 1705  |        |       |        |       |        |       |        |       |        |       | 500                      |
|    | 16000  | --    | 16500  | --    | 17000  | --    | 17500  | --    | 18000  | --    |        |       |        |       |        |       |        |       |        |       | 500                      |
| 17 | 16530  | --    | 16790  | --    | 17050  | --    | 17310  | --    | 17570  | --    |        | --    |        | --    |        | --    |        | --    |        | --    | 260                      |
|    | 18000  | 1470  | 18500  | 1710  | 19000  | 1950  | 19500  | 2190  | 20000  | 2430  |        |       |        |       |        |       |        |       |        |       | 500                      |
|    | 18000  | --    | 18500  | --    | 19000  | --    | 19500  | --    | 20000  | --    |        |       |        |       |        |       |        |       |        |       | 500                      |
| 18 | 18500  | --    |        | --    |        | --    |        | --    |        | --    |        | --    |        | --    |        | --    |        | --    |        | --    |                          |
|    | 20000  | 1500  |        |       |        |       |        |       |        |       |        |       |        |       |        |       |        |       |        |       |                          |
|    | 20000  | --    |        | --    |        | --    |        | --    |        | --    |        | --    |        | --    |        | --    |        | --    |        | --    |                          |



## **STEP INCREASES**

You have become used to two kinds of step increases — "regular scheduled" and "longevity." The new law reforms the within-grade step-increase system.

### ***Regular Step Increases***

Ten regular steps replace the 7 scheduled and 3 longevity steps heretofore provided for GS-1 through GS-10. Nine steps replace the 6 scheduled and 3 longevities in GS-11 through GS-14. GS-15 has 8 regular steps instead of 5 scheduled and 3 longevities. GS-16 and 17 continue to have 5 steps each. GS-18 continues to have only one.

The former provisions governing longevity increases are canceled since they are no longer needed.

Waiting periods vary under the new plan, depending upon the step an employee has reached.

Hereafter step increases will be granted to eligible employees

after 52 calendar weeks of service in steps 1, 2, and 3 of each grade  
after 104 calendar weeks of service in steps 4, 5, and 6 of each grade  
after 156 calendar weeks of service in steps 7, 8, and 9 of each grade.

This means it will take 18 years to reach the top step in a 10-step grade, 15 years to reach the top in a 9-step grade, 12 years to reach the top of GS-15, unless the employees involved are granted additional step increases in the meantime.

### ***Additional Step Increases***

The new law authorizes additional step increases in recognition of high quality performance above that ordinarily found in the type of position concerned. It permits one such additional increase in each period of 52 weeks. This will enable employees to reach the top of a 10-step grade, for example, in half the time it would otherwise take, in outstanding cases.

### ***Performance Requirements***

Under the former system, an employee's performance had to be "Satisfactory" or better, as determined under the Performance Rating Act, to entitle him to a step increase. Under the new plan, his work must be "of an acceptable level of competence as determined by the head of the department." This introduces a somewhat greater element of judgment in the granting of increases than the former system allowed.

### ***Presidential Appointees Not Eligible***

The provisions for step increases and additional step increases do not apply to persons appointed by the President, by and with the advice and consent of the Senate.



## **SALARY RATE ON PROMOTION**

Since 1949, provisions have been incorporated in the Classification Act guaranteeing an immediate raise in pay to employees promoted to a higher grade.

The provisions accomplishing this previously stated that employees, when promoted, would receive the lowest rate in the higher grade exceeding their existing rate by at least one step increase of the grade from which promoted.

The new act liberalizes these provisions. Instead of requiring that the employee be raised to the lowest rate that will provide at least one such step increase, it requires that he be raised to the lowest rate that will give him two.

## **RETENTION OF SALARY WHEN AN EMPLOYEE IS DEMOTED**

The Salary Retention Act of 1958 has not heretofore applied to Classification Act employees in grades GS-16, 17, and 18. Under its provisions, salary is saved for up to two years in the case of employees who are demoted without fault of their own. Section 605 of the new law makes the salary savings provisions applicable to all grades of the Classification Act.

## **RETENTION OF SALARY ON TRANSFER FROM A DIFFERENT PAY SYSTEM**

At the present time, although authority exists for saving the salary of employees demoted without fault of their own, it does not cover employees who, together with their positions, are brought under the Classification Act from some other Federal pay system. This lack of authority has been of particular concern in cases involving the change of employees and positions from the wage board to the Classification Act system. Under Section 604(b) of the new act, the Civil Service Commission is authorized to issue regulations permitting retention of pay in such cases.



## RATES OF PAY FOR CLASSIFICATION ACT SUPERVISORS OF WAGE BOARD EMPLOYEES

When a supervisor is paid under the Classification Act and his employees are paid at wage board rates, the supervisor sometimes receives no more or even less than some of the employees.

Situations in which this occurs have increased in recent years, and complaints have been numerous.

The Congress has recognized the problem and in Section 604(c) of the Salary Reform Act provides that, under regulations of the Civil Service Commission, any Classification Act supervisor of wage board employees may be paid a rate higher than the rate paid any of the employees under his supervision, if this is possible within the scheduled rates of his grade.



### ADJUSTMENT OF ENTRANCE RATES IN DIFFICULT RECRUITMENT AND RETENTION AREAS

The new law authorizes the President to raise the entrance rate of any grade as high as the seventh step rate to make the Government more competitive with private enterprise in any location where its efforts to recruit or retain qualified employees would otherwise be significantly handicapped.

He is authorized to exercise this authority through the Civil Service Commission or, in the case of employees not subject to the civil service laws and regulations, through such agency or agencies as he may designate for the purpose.

In contrast to the former provisions of the Classification Act which they supersede, the new provisions carry authority, whenever the entrance rate is raised to a new minimum, to make corresponding increases in all step rates of the grade. They also provide, in contrast to the less comprehensive former provisions, for consideration of retention as well as recruitment difficulties as justification for adjusting the entrance salary.

## NUMERICAL LIMITATION ON SUPERGRADE POSITIONS

### *Amendments Affecting the Limitation on Supergrades*

Instead of 1989 positions formerly authorized in grades GS-16, 17, and 18 of the Classification Act, the new law authorizes the establishment of not to exceed an aggregate of 2400 such positions—411 more than are presently allowed, Government-wide. At the same time, the act excludes from this limitation "any professional engineering positions primarily concerned with research and development and professional positions in the physical and natural sciences and medicine which may be placed in such grades." It also brings a few positions now covered by special authorities under the general numerical limitation. The Senate Report on this legislation refers to the action taken on the numerical limitation as "a temporary solution."



***Relationship of Salaries under the Executive Pay Act  
and Supergrade Salaries under the Classification Act***

Positions currently paid under the Federal Executive Pay Act of 1956, as amended, are not affected by the Salary Reform legislation. Top Classification Act positions in grades GS-16, 17, and 18 are included in the raises to be effective October 14, 1962, but are not included in the second stage to be effective January 5, 1964.

The Senate Report on the salary reform plan indicates that the Congress is aware of the need for action to establish proper pay relationships between Executive Pay Act and top Classification Act positions and expects corrective action to be taken prior to January, 1964.



**ADJUSTMENT OF RETIREMENT ANNUITIES**

Part III of the act liberalizes retirement benefits. These are the significant provisions:

- It provides a 5 percent increase, effective January 1, 1963, in all annuities then payable from the civil service retirement fund which commenced on or before that date.
- It applies the increase on a graduated reduction basis to all annuities which commence in the four-year period following January 1, 1963, in keeping with the practice followed in the last previous enactment of this kind.
- It provides that the proper proportion of the increase granted an annuitant will accrue to his survivors.
- It excludes from the increase annuity amounts purchased by voluntary contributions.
- It removes the ceilings on increases imposed by certain previous enactments.
- It provides for future adjustments in the event the calendar year average of the monthly Consumer Price Index of the Bureau of Labor Statistics increases not less than 3 percent.
- It raises from \$2,400 to \$3,600 the portion of annuity to which the reduction of 2½ percent applies when electing survivorship benefits.
- It increases the rate of survivorship benefits from 50 to 55 percent.
- It reverses present procedure by providing that in the future survivorship benefits will be automatic unless an adverse election is made.



DEPARTMENT OF AGRICULTURE  
WASHINGTON 25, D. C.

October 12, 1962

NOTE TO SUPERVISORS:

I am indeed pleased that our Personnel Director Carl Barnes has gotten to you so quickly this special "Tips" Sheet on President Kennedy's Salary Reform Act. I share his desire to get the news to you, as quickly as possible, on how this new Act affects, not only you, but every employee in USDA. The benefits it provides are impressive and it is gratifying to me to know that so many of our employees will begin enjoying them now.

Gratifying to me likewise is that this occasion gives me an opportunity to say something to you personally as a Supervisor. This relates to your responsibility to utilize not only the salary increases but two other specific provisions of this Act as incentives to employees. That is, where possible, to get increased productivity and further improve the efficiency of the Department and the services it renders to farmers and consumers throughout the U.S.A.

One of these provisions changes the former eligibility requirement for within-grade salary increases. The new provision says, in effect, that in the future these increases shall be based upon a determination that the employee is performing at an acceptable level of competence. You, as a Supervisor, should recognize that your proper use of this provision in the Act can be an incentive to more effective performance on the part of employees.

The other provision provides for extra within-grade salary increases. These are for employees whose duties are carried out at an unusually high level of competence. This provision, just as the one mentioned above, is another example of President Kennedy's effort to provide you, as a Supervisor, with an incentive you can use for increasing the efficiency of the employees in your work unit.

I am sure that standards will be worked out for these provisions to make their application consistent throughout government. However, I want you and every Supervisor in the Department of Agriculture to be aware of these provisions as incentives. I shall look to you to use them in the constructive manner the law contemplates.

Orville L. Freeman  
Secretary of Agriculture



Growth Through Agricultural Progress

Here is a wallet-size schedule of annual Classification Act rates to be effective now through January 4, 1964. You may wish to clip this schedule for temporary reference. The Office of Personnel will have regular pay cards printed and ready to distribute within a short time.

CLASSIFICATION ACT SALARIES

OCTOBER 1962

| GS Grade | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10   | Amount Ea. Step |
|----------|-------|-------|-------|-------|-------|-------|-------|-------|-------|------|-----------------|
| 1        | 3245  | 3350  | 3455  | 3560  | 3665  | 3770  | 3875  | 3980  | 4085  | 4190 | 105             |
| 2        | 3560  | 3665  | 3770  | 3875  | 3980  | 4085  | 4190  | 4295  | 4400  | 4505 | 105             |
| 3        | 3820  | 3925  | 4030  | 4135  | 4240  | 4345  | 4455  | 4580  | 4705  | 4830 | 105-125         |
| 4        | 4110  | 4250  | 4390  | 4530  | 4670  | 4810  | 4950  | 5090  | 5230  | 5370 | 140             |
| 5        | 4565  | 4725  | 4885  | 5045  | 5205  | 5365  | 5525  | 5685  | 5845  | 6005 | 160             |
| 6        | 5035  | 5205  | 5375  | 5545  | 5715  | 5885  | 6055  | 6225  | 6395  | 6565 | 170             |
| 7        | 5540  | 5725  | 5910  | 6095  | 6280  | 6465  | 6650  | 6835  | 7020  | 7205 | 185             |
| 8        | 6090  | 6295  | 6500  | 6705  | 6910  | 7115  | 7320  | 7525  | 7730  | 7935 | 205             |
| 9        | 6675  | 6900  | 7125  | 7350  | 7575  | 7800  | 8025  | 8250  | 8475  | 8700 | 225             |
| 10       | 7290  | 7535  | 7780  | 8025  | 8270  | 8515  | 8760  | 9005  | 9250  | 9495 | 245             |
| 11       | 8045  | 8310  | 8575  | 8840  | 9105  | 9370  | 9635  | 9900  | 10165 |      | 265             |
| 12       | 9475  | 9790  | 10105 | 10420 | 10735 | 11050 | 11365 | 11680 | 11995 |      | 315             |
| 13       | 11150 | 11515 | 11880 | 12245 | 12610 | 12975 | 13340 | 13705 | 14070 |      | 365             |
| 14       | 12845 | 13270 | 13695 | 14120 | 14545 | 14970 | 15395 | 15820 | 16245 |      | 425             |
| 15       | 14565 | 15045 | 15525 | 16005 | 16485 | 16965 | 17445 | 17925 |       |      | 480             |
| 16       | 16000 | 16500 | 17000 | 17500 | 18000 |       |       |       |       |      | 500             |
| 17       | 18000 | 18500 | 19000 | 19500 | 20000 |       |       |       |       |      | 500             |
| 18       | 20000 |       |       |       |       |       |       |       |       |      |                 |

Office of Personnel, U.S. Department of Agriculture, Washington, D.C.